

Administrative Unit

School

Grade

Room Number

For School Year Ending June 30, 20

STATE OF MAINE

ELEMENTARY / SECONDARY SCHOOL REGISTER



REVISED STATUTES, TITLE 20-A, SECTION 6003, STUDENT ATTENDANCE RECORDS

The school board/school committee shall require the maintenance by a person or persons designated by them of accurate attendance of all pupils who attend a public school in the school administrative unit. The records shall contain the name of each pupil who enters the school, date of birth, the dates when entering and leaving the school, the number of days attended and the number of times late for school. The records shall, at all times, be open to the inspection of the school board/school committee. The person or persons designated to maintain the records shall provide to the school board/school committee data they request at the end of each school year and of such times during the school year as they may require.

[illegible]



State of Maine
ELEMENTARY/SECONDARY SCHOOL REGISTER
INSTRUCTIONS

1. **General.** The principal/teacher is required to keep this register in all particulars and to fill all the blanks. If the school enrollment should number more pupils than can be entered in one register, two or more registers should be used. If several are used, the principal/teacher should make up one composite summary. Enrollment of pupils and record of attendance should be kept, beginning with the first day of school. The original daily record of attendance should be entered in the register, and the register should be kept in the schoolroom during every session of school. A school which has record books or registers of its own may use them instead of this register provided all the required items are included.
2. **Enrollment.** Enter the pupil's name in full, the grade or group to which s/he is assigned, pupil's age in years on the first day of September, pupil's date of birth, the name and address of the pupil's parent or guardian, residence, and any other pertinent information desired. Determination of residency and non-residency must be precisely recorded for future reporting (see #11 in the Summary). Indicate pupils who are in a non-resident status by placing an "N" in the non-resident column. The residence of a pupil is the same as the residence of pupil's parent or guardian.
3. **Attendance.** If a pupil is absent at the opening of school in the morning, put a vertical mark (thus |) in the upper part of the space for the day. If s/he arrives late for any part of the forenoon session, make a horizontal mark across the top of the vertical mark. If a pupil is dismissed, make a horizontal mark at the bottom of a vertical mark. The vertical mark will indicate absence; the perpendicular marks will indicate tardiness or dismissal, as the case may be. Proceed in like manner in the afternoon in the lower part of the space for the day. The total attendance, total absence, and total membership may be recorded daily or weekly in the spaces provided for that purpose. The total attendance plus the total absence should equal the total membership. The blank space at the head of the weekly column may be used to indicate the date on which Monday of the week occurs.
4. **Tardiness or Dismissals.** A pupil is tardy if s/he is not present at the time for opening school. The excuse of parent or guardian does not make the pupil present; it simply indicates that the pupil's parent or guardian is conversant with pupil's tardiness. If a pupil is obliged to come in late regularly for good and sufficient reasons, the pupil's parent or guardian should secure an excuse from the school board or superintendent, specifying at what time s/he will appear at the school. If s/he then is present at the specified time, s/he is not tardy; if s/he come in later than the specified time, s/he is tardy. Similar rulings will apply to dismissals.
5. **Non-membership.** If a pupil does not enter school at the beginning of the year, draw a horizontal line (thus, --) to the day of the entrance to indicate the period of non-membership. If a pupil, for any cause, leaves the school before the close of the year, draw a line from the day of the pupil's leaving to the close of the year. A pupil should be considered as a member of the school until such a pupil (a) has withdrawn from the school or (b) has a record of absence for 10 consecutive days for reasons other than illness. Should such a pupil subsequently return during the year, a horizontal line (thus--) drawn from the day of leaving to the day of re-entering would show the period of non-membership.
6. **Conveyed Pupils.** Place a "C" in column 17 after the name of each pupil who is conveyed to school at the expense of the town or city.
7. **Summary.** Principal/teacher should fill in the blanks promptly when information is available. Columns 1-12 are for periodic summaries. They are designed to either nine or ten week quarters and should be completed at the end of each quarter unless otherwise directed by the superintendent of schools. Weekly columns may or may not be used to coincide with local reporting periods, terms, etc. When consecutive weekly columns are not used, as in the case of a nine-week quarter, the unused columns should be deleted by drawing a vertical line through each daily column. If more than one principal/teacher should take charge of the same school in the same year, each principal/teacher should write the facts required as far as possible in the summary, the latter principal/teacher always adding any new facts in his/her knowledge to what has been stated by the former principal/teacher. The person in charge at the end of the year should make up the summary for the year and indicate promotions by placing a "P" in column 18, after the name of each pupil promoted at the close of the year.
8. **Totals.** The total in column 13 should equal the sum of the totals in columns 1, 4, 7 and 10. The total in column 14 should equal the sum of the totals in columns 2, 5, 8, and 11. The total in column 15 should equal the sum of the totals in columns 3, 6, 9 and 12 and should equal the total of the horizontal Total Daily Attendance row at the bottom of the register. The total in column 16 should equal the total of the horizontal Total Daily Membership row. Total non-resident membership in column 19 should include only those pupils who are non-resident members of the class.

* **RACE/ETHNIC GROUP** -- Classification indicating general racial or ethnic heritage based on self-identification or on observer identification. These categories are in accordance with the Office of Management and Budget standard classification scheme pres

C: CAUCASIAN/WHITE -- A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

B: AFRICAN AMERICAN OR BLACK -- A person having origins in any of the black racial groups in Africa. Terms such as "Haitian" or Negro" can be used in addition to "Black or African American."

H: HISPANIC -- A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

A: ASIAN OR PACIFIC ISLANDER -- A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand

I: AMERICAN INDIAN OR NATIVE ALASKAN -- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

	NO.	NAME	PUPIL RESIDENT	RACE *	SEX	GRADE	AGE--SEPT 1	DATE OF BIRTH	PARENT OR GUARDIAN	ADDRESS	NON-RESIDENT	OTHER PERTINENT INFORMATION
	1											
	2											
	3											
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	43											

Total Daily Attendance
+ Total Daily Absence
= Total Daily Membership

[illegible]

Total Daily Attendance

+Total Daily Absence

= Total Daily Membership

[illegible]
$$\begin{aligned} & \text{Total Daily Attendance} \\ & + \text{Total Daily Absence} \\ & = \text{Total Daily Membership} \end{aligned}$$

[illegible]

Total Daily Attendance

+ Total Daily Absence

= Total Daily Membership

[illegible]
$$\text{Total Daily Attendance} + \text{Total Daily Absence} = \text{Total Daily Membership}$$

		NAME	PUPIL RESIDENT					13	14	15	16	17	18	19
NO.								Times Tardy During Year	Dismissed During Year	Days Present During Year	Total Daily Membership	Conveyed	Promoted	Non-Resident Members
1														
2														
3														
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43														

Total Daily Attendance
 + Total Daily Absence
 = Total Daily Membership

SUMMARY FOR YEAR --See Directions

1. First quarter opened	20	Closed	20
2. Second quarter opened	20	Closed	20
3. Third quarter opened	20	Closed	20
4. Fourth quarter opened	20	Closed	20
5. Total number of weeks school was maintained during the year			
6. Total number of days school was maintained during the year			

7. Number of different pupils enrolled in the school during the year
8. Number of Item 7 received during year from other school in Local Unit
9. Number of Item 7 received during year from other Local Unit in or outside of Maine
10. Number of Item 7 not previously enrolled during year in any other school
(Net registration--Item 7 less sum of Items 8 and 9)
11. Total number of days present of all pupils. (Aggregate attendance--Total of Column 15.)
12. Total daily membership (Total of Column 16)
13. Total non-resident daily membership, by Towns.

Male	Female	Total

Town	Total Daily Membership	Town	Total Daily Membership

14. Number of instances of tardiness for year (Total of Column 13)
15. Number of different pupils conveyed at expense of Unit (Total of Column 17)
16. NUMBER OF ELEMENTARY PUPILS ENROLLED BY GRADES OR CLASSES: (Net Enrollment)

	Program for 4-year olds	Program for 5-year olds	Special Students	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Male									
Female									
Total									
	Grade 7	Grade 8	Total						
Male									
Female									
Total									

17. Number of pupils who will be repeating the class next year: (Also breakdown by grade below.)

4-yr olds	5-yr olds	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8

18. Number of pupils completing Grade 8

Male	Female	Total

19. NUMBER OF SECONDARY PUPILS ENROLLED BY GRADES OR CLASSES: (Net Enrollment)

	Special Students	Grade 9	Grade 10	Grade 11	Grade 12	Post- Graduates
Male						
Female						
Total						

20. Insert the number of dropouts by grade during the school year:

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Total

21. Number of pupils graduating from senior high school

Male	Female	Total

Date	Person in Charge of this Group	Principal in Charge of Building
(signature)	(signature)	(signature)
(signature)	(signature)	(signature)
(signature)	(signature)	(signature)
(signature)	(signature)	(signature)